

Daffodil International University Permanent Campus
Department of Computer Science & Engineering
Registration Guidelines for Advisors (Fall-2019) *Version: 0.0*

Code No.	Description
RG1.	If any student comes to his/her advisor during the registration week (7 to 12 September) he will get the same section as s/he got in Fall 2019. But after 12th September registration will be done by First Come First Serve method meaning no student can be registered into PC-B keeping PC-A unoccupied. Advise the students to check their registration on student portal within 2 days.
RG2.	Students can take maximum 14 credits . In case of more than 14 credits students should be forwarded to the Head/Associate Head of the department with application for permission.
RG3.	Students must be advised to take register backlog courses (like “F” Grade and “I” grade) first then regular offered courses
RG4.	Students are not allowed to take any course from upper level and Term even it does not have any prerequisite.
RG5.	Do not advise/register any courses if pre-requisite of those courses are not completed.
RG6.	Do not register any student without registration Permission Slip (printed & provided by the Accounts Section).
RG7.	Check the courses written in the Permission Slip with the official course offer (provided by the Registration and Advising Committee) and preserve this slip for further official need.
RG8.	Must assign uniform section to all courses of a REGULAR student ¹ . Do not register different courses to different sections for a regular student.
RG9.	Must assign the courses of a RETAKE student ² to the last available sections (RETAKE are those who will take courses from several Level and Term) .But if someone takes all the course of a specific Level and Term (Regular) and then from another level and Term (RETAKE) in that case all courses of that specific Level and Term will be registered as Regular and others will be done as RETAKE.
RG10.	The students who will sit for their improvement exam (Due to Fail) during registration must be considered as RETAKE students and their registration must be done as per RG9.
RG11.	If you need to enlarge a particular section (in special cases), prior approval should be taken from the Head/Associate Head.
RG12.	Do not give any financial decision to the students. In case of emergency, forward them to the Deputy Registrar, Permanent Campus with a written application.
RG13.	Motivate students to be regular in class and perform better than previous.
RG14.	Please maintain the registration time schedule given by the department.
RG15.	Check the previous result before registration and give advice to improve if necessary.

¹ **Regular Student:** Those who will take all the courses of a specific Level and Term

² **Retake Student:** Those who will not take all the courses of a specific Level and Term

